

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

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**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Heather Flynn

Employing Office/Committee: Foreign Relations

Private Sponsor(s) (List all): International Committee of the Red Cross

Travel Date(s): July 1-9, 2017

Description/Title of Attached Forms: PSTCF (final version)

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission  
must be amended with the Office of Public Records in SH-232.

3 August 2017  
(Date)

Heather Flynn  
(Signature of Traveler)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): International Committee of the Red Cross (ICRC)
2. Description of the trip: Educational opportunity to learn about the ICRC and its humanitarian action in the Democratic Republic of the Congo (DRC)
3. Dates of travel: July 1-9, 2017
4. Place of travel: Democratic Republic of the Congo (DRC)
5. Name and title of Senate invitees: Please see attached list
6. I certify that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
- OR -
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
- AND -
  - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
- AND -
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The ICRC is sole sponsor and organizer of this trip.

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The ICRC has a mandate conferred by the States party to the Geneva Conventions to protect and assist victims of armed conflict. The purpose of the trip is for participants to have a better understanding of the ICRC's humanitarian operations and activities in practice.

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14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The ICRC has sponsored similar trips to Colombia, DRC, Haiti, Uganda, Georgia, the Western Balkans, South Sudan, and the International Tracing Service (ITS) in Germany. It has also sponsored 10 annual seminars on International Humanitarian Law in Charlottesville, VA.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The ICRC provides regular briefings to Members of Congress, Committees and staff on its humanitarian action worldwide. It also acts as a resource on the Geneva Conventions and international humanitarian law, or the laws of armed conflict.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$2270	\$810	\$538	none
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) the trip is organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The robust humanitarian activities of the ICRC in the Democratic Republic of the Congo (DRC), are of interest to U.S. policymakers. The ICRC is able to travel safely in the country.

19. Name and location of hotel or other lodging facility:

See attached list

20. Reason(s) for selecting hotel or other lodging facility:

The security, availability, cost, and proximity to ICRC offices/activities.



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging for Bukavu and Kinshasa are below per diem. The evening in Goma slightly exceeds per diem however, the total lodging is below the maximum. All meals are below per diem.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Int'l flights are via commercial airline and coach class. Domestic travel will be via regional commercial carrier, ICRC vehicles, and by boat (see attached itinerary). See attached air operator certificates.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

none

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: \_\_\_\_\_

Name and Title: Stéphane Bonamy, Deputy Head of Regional Delegation for the U.S. and Canada

Name of Organization: International Committee of the Red Cross

Address: 1100 Connecticut Ave. NW Suite 500, Washington, DC, 20036

Telephone Number: Sara Owens - (202) 587-4600

Fax Number: (202) 587-4696

E-mail Address: sowens@icrc.org